

BIDDER'S EEO REPORT

REQUEST FOR BID TITLE
BID NUMBER

Part I- IDENTIFICATION OF VENDOR

1. NAME & ADDRESS (as shown on BID)	
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2. CHIEF EXECUTIVE OFFICER FOR ABOVE BIDDER (Name)
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3. CONTRACTOR'S PARENT COMPANY (if any) (Name and headquarters' address)
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4. ADDITIONAL LOCATIONS IN CONNECTICUT	ADDRESS	TELEPHONE

Part II: NONDISCRIMINATION POLICIES AND PRACTICES

1a. Have you put into effect a company wide equal opportunity program to promote nondiscrimination ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	3c. Do all your employee recruitment advertisements state a nondiscrimination policy ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1b. If "Yes", have all your employees been informed of this in writing ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	4a. Do you have a collective bargaining agreement or other contract or understanding with a labor union representing the employees employed by you ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2a. Do you sponsor or promote any educational or training programs for your employees or prospective employees ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	4b. If "Yes", does each such agreement assure full compliance with nondiscrimination requirements ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2b. If "Yes", are all such persons given the opportunity to participate in accordance with your nondiscrimination statement ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	4c. If "No", check here, and explain on a separate attached sheet.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3a. Have all your recruitment sources been notified that all qualified applicants will be considered without discrimination?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	5a. Is there a person in your employ who is responsible for assuring equal employment opportunities ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3b. Has this been done in writing ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	5b. If "Yes", give Name and Title.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Part III - HIRING AND RECRUITMENT

1 Which of the following recruitment sources are used by you ?
(Check "Yes" or "No". Estimate % if not known.)

SOURCE	Yes	No	% of all applicants provided by this source.	(X)
State Employment Service				Work
Private Employment Agencies				Experience
Schools and Colleges				Ability to speak or write English
Newspaper Advertisements				Written Tests
Walk-ins				High School Diploma
Present Employees				College Degree
Labor Organizations				Union Membership
Minority / Community Organizations				Personal Recommendation
Employment Resource Development Agency				Height or Weight
OTHER (Specify)				Car Ownership

2. Check any of the following that you use as hiring qualification.

3. Describe any other practices which show that you hire, train and promote employees without discrimination.

RETURN WITH YOUR RESPONSE

TO: CITY OF HARTFORD
PROCUREMENT SERVICES
550 MAIN STREET - ROOM 100
HARTFORD, CT 06103

Part IV - STATISTICS - Employment at bidder's location (as shown on bid submittal). In lieu of completing this section, bidder may submit a copy of its most recent Federal EEO-1 report for the reporting location or a copy of its consolidated report for the total organization filed within the last year. The City reserves the right to request additional employment statistic information if necessary to complete the certification process.

EMPLOYMENT FIGURES WERE OBTAINED FROM	<i>(Identify)</i>	<i>CLOSING DATE OF REPORT PERIOD</i>
<input type="checkbox"/> Visual check <input type="checkbox"/> Employment records <input type="checkbox"/> Other >		

JOB CATEGORIES	OVERALL TOTALS (SUM OF ALL COLUMNS A-E MALE & FEMALE)	A WHITE (NOT OF HISPANIC ORIGIN)		B BLACK (NOT OF HISPANIC ORIGIN)		C HISPANIC		D ASIAN OR PACIFIC ISLANDER		E AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft Workers (skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS ABOVE											
TOTALS ONE YEAR AGO											

ON THE JOB TRAINEES *(Enter figures for the same categories as are shown above.)*

Apprentices											
Trainees											

Part V - DOCUMENTATION AND COMMITMENT REQUIRED

- For companies employing more than 3 persons, please submit as part of this EEO report, a **copy of your Company Policy Statement of Equal Employment Opportunity.**
- For companies employing more than 10 persons, please submit as part of this EEO report a **written commitment to hire minority and female workers** if your work force statistics are not representative of the minority and female work force availability in your labor market area. In lieu of reviewing the 1990 census data in your labor market area, you may use as a guide the work force availability in the Greater Hartford Labor Market, which is:

Minority Males: 16% of the total male work force
 Females: 47% of the total work force

AFFIDAVIT			
The Bidder understands and agrees that its failure to meet the equal opportunity requirements established by sections 2-545 and 2-548 of the Code (both of which are provided with the request for bid) will preclude such bid from being considered. The bidder agrees to the procedure set forth in section 2-548 of the Code in regard to the determination of whether such bidder is an equal opportunity employer. The Bidder also understands and agrees that the equal opportunity documents will become a part of the contract, and that a breach of the provision of the equal opportunity documents will constitute a breach of the contract subject to such remedies as provided by law.			
SIGNATURE	TITLE	DATE SIGNED	TELEPHONE NO. <i>(Include Area Code)</i>
X			